



Community Development Department Building & Safety Division

Policy No.: BDP 16
Effective: January 1, 2014
Revised Date: October 17, 2013
Initiated By: George Thomas, Building Official
Approved By: Gregory A. Shreeve, Sr., Chief Building Official
Subject: Expired Building Permits

Section 7.28.380 of the Dublin Municipal Code:

“Permits issued pursuant to this chapter having a valuation of less than one million dollars (\$1,000,000) shall expire one (1) year from the date of issuance; and permits having a valuation of over one million dollars (\$1,000,000) shall expire two (2) years from the date of issuance”.

A. The following procedures are to be followed for expired permits:

Remove the expired permit from the open permit file drawer and prepare the expired permit letter using the appropriate template (see Types of Letters below). Mail the letter to the property owner and to the contractor, place a copy inside the permit file, and place the file in the expired permit file drawer.

B. Types of Expired Permit Letters:

1. Permits of a MINOR nature (see Table 1, page 2):

Send the letter “Expired Minor Permit Letter Template” (Attachment 1).

At the end of the grace period, route the permit file(s) to the Chief Building Official or his designee for review. The Chief Building Official will determine if the permit is to be closed or routed to Code Enforcement for inspection. If determined closed, the Permit Technician assigned shall close the permit stating that final inspection was never permitted.

2. Permits of a MAJOR nature (see Table 2, page 2):

Send the letter “Expired Permit Letter Template” (Attachment 2).

At the end of the grace period, the Chief Building Official or his designee shall turn the permit over to Code Enforcement for code enforcement proceedings.

3. Permits which are due to expire in thirty (30) days:

Send the letter “Expiring Permit Letter Template” (Attachment 3).

Applicants that have received the courtesy notice and have failed to respond shall be mailed the corresponding Expired Letter.

Table 1
MINOR Permits Include:

RESIDENTIAL

A/C Units (new or replacements)
Gas line relocations
Re-roofs
Water heaters
Window replacements
Room additions if "final only" is required
Back flow prevention devices (valves)
associated with irrigation systems
Remodel work requiring a "final only"

COMMERCIAL

Re-roofs
Monument signs (less than 4' in height)
Wall mount signs with no electrical
connections
Direct sign replacements
Gas line repairs
Minor electrical work
Fire alarms
HVAC replacements

Table 2
MAJOR Permits Include:

RESIDENTIAL

Room additions
Electrical service changes
Patio enclosures
Pools/spas (in ground or portable)
Remodel work not requiring a "final only"
New buildings
Landscaping feature containing water
greater than 18" of water depth

COMMERCIAL

Tenant improvements
Signs with electrical or not listed above
Major electrical work to include service
changes
Mechanical systems to include hoods and
ducts
Fuel tanks (above and below grade)
New buildings
Storage racks